



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
APO AE 09630

IMEU-VIC-FM

17 SEP 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-27, Private Organization, Family Readiness Group and Informal Fund Fundraiser Policy Letter

1. References:

- a. Joint Ethics Regulation (JER).
- b. Army Europe Regulation 210-22, Private Organizations and Fundraising Policy.
- c. Army Regulation 210-22, Private Organizations on Army Installations.
- d. Army Regulation 600-20, Army Command Policy.
- e. Army Regulation 600-29, Fund-raising Within the Department of the Army.
- f. Army Regulation 608-1, Appendix J -Army Family Readiness Group Operations.

2. The above listed references govern the approval to conduct fundraising activities by Private Organizations (POs), Family Readiness Groups (FRGs) and Informal Funds. All fundraising activities within the Vicenza and Livorno military communities must comply fully with these regulations. This memorandum supersedes USAG Vicenza policy memorandum 06-35 dated 21 September 2005.

3. Any PO, FRG or Informal Fund wishing to conduct a fundraiser must comply with this policy letter. Organizations must have written approval from the USAG Vicenza Commander or USAG Livorno Commander's designated representative, prior to engaging in any fundraiser.

4. The approval letter must be maintained at the location of the fundraiser at all times. Fundraisers will be periodically inspected. Those fundraisers that do not have the said approval letter will be closed down.

5. It is critical that each organization (POs, FRGs and Informal Funds) understands and complies with regulations concerning who may participate in fundraising activities (i.e. Soldiers may not participate while in uniform and/or on duty, etc.).

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6. Only those POs properly registered with the Army, FRGs and Informal Funds may conduct fundraisers. Use of DA facilities and equipment in support of fundraising activities is strictly controlled. Organizations must ensure that any necessary approval for use of facilities is obtained prior to proceeding with event planning.

7. Fundraiser Request Timeline:

a. Requesting organization official submits the required paperwork (see attached supporting documents) to the DFMWR Financial Management Office, Private Organization Coordinator no later than 30 days prior to the fundraiser.

b. The Private Organization Coordinator will forward the request to the Staff Judge Advocate (SJA) for a legal review.

c. Upon receipt of the legal review, the Private Organization Coordinator will forward the request to the DFMWR for his/her approval or disapproval.

d. Upon receipt of the DFMWR decision, the Private Organization Coordinator will forward the results in writing to the requesting official.

8. An After Action Report must be submitted by the Private Organization to the DFMWR within 30 days of completion of the fundraiser. Family Readiness Groups and Informal Funds are not required to submit an After Action Report.

9. Point of contact for this action is James Zacchino, Management Analyst at 634-6710.

6 Encls

1. Sample Letters Requesting Use of Facility
2. Sample Letter Requesting Approval to Sponsor an Informal Fund Fundraiser (Informal Fund Group)
3. Sample Letter Requesting Approval to Sponsor a Family Readiness Group Fundraiser
4. Sample Letter Requesting Approval to Sponsor a Fundraiser (Private Organization)
5. Request for Fundraiser Checklist (Private Organization Only)
6. DA Form 7566


ERIK O. DAIGA

SAMPLE LETTER REQUESTING USE OF FACILITY

Informal Fund Group Letterhead

DATE

MEMORANDUM THRU (Enter Facility Manager Address)

MEMORANDUM FOR Commander, USAG Vicenza
Unit 31401 Box 19
Private Organization Coordinator
APO AE 09630

SUBJECT: Request for Use of Facility

1. Request the use of the (enter name of facility and/or specific area, building number, room number, etc.) during the period (enter the dates and times from the earliest date and time required to set up to the latest date and time necessary for take down/clean up). The (enter the name of the facility) will be used to conduct the (enter the name of the event).
2. The point of contact for this request is (enter the name of the person and telephone number who will be able to answer questions concerning the event).

Informal Fund Group Leaders Signature

APPROVE/DISAPPROVE

Facility Managers Signature

SAMPLE LETTER REQUESTING USE OF FACILITY

Family Readiness Group Letterhead

DATE

MEMORANDUM THRU (Enter Facility Manager Address)

MEMORANDUM FOR Commander, USAG Vicenza
Unit 31401 Box 19
Private Organization Coordinator
APO AE 09630

SUBJECT: Request for Use of Facility

1. Request the use of the (enter name of facility and/or specific area, building number, room number, etc.) during the period (enter the dates and times from the earliest date and time required to set up to the latest date and time necessary for take down/clean up). The (enter the name of the facility) will be used to conduct the (enter the name of the event).
2. The point of contact for this request is (enter the name of the person and telephone number who will be able to answer questions concerning the event).

Unit Commander's Signature

APPROVE/DISAPPROVE

Facility Managers Signature

SAMPLE LETTER REQUESTING USE OF FACILITY

Private Organization Letterhead

DATE

MEMORANDUM THRU (Enter Facility Manager Address)

MEMORANDUM FOR Commander, USAG Vicenza
Unit 31401 Box 19
Private Organization Coordinator
APO AE 09630

SUBJECT: Request for Use of Facility

1. Request the use of the (enter name of facility and/or specific area, building number, room number, etc.) during the period (enter the dates and times from the earliest date and time required to set up to the latest date and time necessary for take down/clean up). The (enter the name of the facility) will be used to conduct the (enter the name of the event).
2. The point of contact for this request is (enter the name of the person and telephone number who will be able to answer questions concerning the event).

PO Presidents Signature

APPROVE/DISAPPROVE

Facility Managers Signature

**SAMPLE LETTER REQUESTING APPROVAL TO SPONSOR AN INFORMAL
FUND FUNDRAISER**

Informal Fund Group Letterhead

DATE

MEMORANDUM FOR Commander, USAG Vicenza
Unit 31401 Box 80
Attn: Director, MWR
APO AE 09630

SUBJECT: Request To Sponsor an Informal Fund Raiser

1. Request the (organization name) be authorized permission to conduct (indicate type of event) according to AR210-22, Army in Europe Regulation 210-22, Appendix J, AR608-1 and USAG Vicenza Policy Memorandum 06-35.

2. The following data required for this event is provided as follows:

a. Purpose for which the funds will be used.

b. Date and time of the event.

c. Place of event.

d. The following committee will supervise the event:

(1) List name, address, telephone number and email address

(2) List name, address, telephone number and email address

(3) List name, address, telephone number and email address

e. The following person will be utilizing a cash box to collect all monies. At the conclusion of the event, the money will be deposited into the (organization name) bank account.

(1) List name, address, telephone number and email address

f. A Letter of Request for use of the facility, with the facility manager's approval, is enclosed.

g. Specific risk management procedures to ensure the participants safety, approved

by the Garrison Commander, is enclosed.

3. Point of contact for this request is the undersigned at (list phone number and email address).

Informal Fund Group Leaders Signature

2 Enclosures

**SAMPLE LETTER REQUESTING APPROVAL TO SPONSOR A FAMILY
READINESS GROUP FUND RAISER**

Family Readiness Group Letterhead

DATE

MEMORANDUM FOR Commander, USAG Vicenza
Unit 31401 Box 41
APO AE 09630

SUBJECT: Request To Sponsor a Family Readiness Group Fund Raiser

1. Request the (organization name) be authorized permission to conduct (indicate type of event) according to AR210-22, Army in Europe Regulation 210-22 and Appendix J, AR608-1.

2. The following data required for this event is provided as follows:

a. Purpose for which the funds will be used.

b. Date and time of the event.

c. Place of event.

d. The following committee will supervise the event:

(1) List name, address, telephone number and email address

(2) List name, address, telephone number and email address

(3) List name, address, telephone number and email address

e. The following person will be utilizing a cash box to collect all monies. At the conclusion of the event, the money will be deposited into the (organization name) bank account.

(1) List name, address, telephone number and email address

f. A Letter of Request for use of the facility, with the facility manager's approval, is enclosed.

g. Specific risk management procedures to ensure the participants safety, approved by the Garrison Commander, is enclosed.

3. Point of contact for this request is the undersigned at (list phone number and email address).

Unit Commanders Signature

2 Enclosures

SAMPLE LETTER REQUESTING APPROVAL TO SPONSOR A FUND RAISER

Private Organization Letterhead

DATE

MEMORANDUM FOR Commander, USAG Vicenza
Unit 31401 Box 19
Private Organization Coordinator
APO AE 09630

SUBJECT: Request To Sponsor a Fund Raiser

1. Request the (organization name) be authorized permission to conduct (indicate type of event) according to AR210-22, Private Organizations on Department of the Army Installations, Army in Europe Regulation 210-22, Private Organization and Fundraising Policy and US Army Garrison Policy Memorandum 06-35, Private Organization and Informal Fund Fundraiser Policy Letter.

2. The following data required for this event is provided as follows:

a. Purpose for which the funds will be used.

b. Date and time of the event.

c. Place of event.

d. The following committee will supervise the event:

(1) List name, address, telephone number and email address

(2) List name, address, telephone number and email address

(3) List name, address, telephone number and email address

e. The following person will be utilizing a cash box to collect all monies. At the conclusion of the event, the money will be deposited into the (organization name) bank account.

(1) List name, address, telephone number and email address

f. A Letter of Request for use of the facility, with the facility manager's approval, is enclosed.

g. Specific risk management procedures to ensure the participants safety, approved by the Garrison Commander, is enclosed.

i. Within thirty days of completion of the event, the (organization name) will provide the Private Organization Coordinator with a written after action report to include a financial summary of administrative and supply expenses, net profit, final distribution of funds and a summary of the event covering the planning, execution, problems, suggestions and risk management assessment. This report will be prepared by a committee of at least three organization members who hold no office and are present at the event.

j. Within 30 days of completion of the event, the (organization name) will appoint a disinterested person who holds no office to inspect the records of the fund raiser to insure all income and expenditures have been properly entered on the accounting records of the organization and are supported by appropriate vouchers. A copy of the written report will be furnished the organization and the approving authority.

3. Point of contact for this request is the undersigned at (list phone number and email address).

PO Presidents Signature

Enclosures

REQUEST FOR FUNDRAISER CHECKLIST

YES

NO

1. Is the requester an approved Private Organization (PO)?
2. Is the charitable cause defined within the POs constitution?
3. Has a committee of at least three PO members who hold no office been appointed to supervise the event?
4. Has a disinterested person who holds no office within the PO been appointed to inspect the records at the conclusion of the event and submit a written report?
5. Does the request to conduct a fundraiser include the following:
 - a. Name of the PO?
 - b. Purpose of the fundraiser?
 - c Name, address, telephone number and email of the persons supervising the event?
 - d. Date, time and location of the event?
 - e. Procedures for the control of funds?
 - f. Approval to use facility?
 - g. Approved risk assessment?
 - h. Copy of POs constitution and by-laws?

Signature of PO President

For use of this form, see FM 5-19; the proponent agency is TRADOC.

[illegible]